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| |  | | --- | |  | | **AUTHORITY LETTER**  Sign Documents on My Behalf | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Authorization to Sign Documents on My Behalf  Dear [Recipient's Name],  I hope this letter finds you well. I am writing to formally authorize my trusted representative, [Agent's Name], to act on my behalf and sign documents related to [state the specific purpose or category of documents] with your esteemed organization, [Recipient's Organization].  Due to [state the reason for authorizing the agent, e.g., travel, medical reasons, business commitments], it is not feasible for me to be physically present to handle the necessary documentation. As such, I hereby grant full authority to [Agent's Name] to sign, execute, and deliver all relevant documents and papers required in connection with [state the purpose of the documents, e.g., contracts, agreements, financial matters, etc.].  The authorization provided to [Agent's Name] is effective from [start date] to [end date] unless otherwise specified. During this period, [Agent's Name] shall have the power to act independently and make decisions on my behalf pertaining to the aforementioned documents. However, this authorization does not extend to matters beyond the specific scope of the documents mentioned.  I trust [Agent's Name] implicitly and believe that he/she will represent my interests responsibly and ethically. Should any additional information or clarifications be necessary during the process, kindly direct all inquiries to my representative at [Agent's Email Address] or [Agent's Phone Number].  Attached to this letter, you will find a copy of [Agent's Name]s identification and a copy of this authorization letter, duly signed by me, for your records and verification purposes.  I request you to kindly recognize this authorization and accept [Agent's Name]'s signatures on my behalf for the duration specified above.  Thank you for your prompt attention to this matter. If you require any further details, please do not hesitate to contact me directly at [Your Email Address] or [Your Phone Number].  Sincerely,  [Your Full Name]  [Your Signature (if submitting a physical letter)]  **Enclosures:**  1. Copy of [Agent's Name]'s identification  2. Copy of this authorization letter (signed) | |